


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 101
	REPORTS	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 3

I. POLICY

Having written reports and written documentation concerning law enforcement activities is essential in meeting the management, operational, and informational needs of this agency. All employees must be aware of and properly complete all required reports and paperwork as prescribed.

II. PROCEDURES

A. REPORTING

Written reports, on appropriate paper forms and computer generated formats, will be required in all of the following:

1. Citizen complaints
2. Citizen reports of crime
3. Follow-up investigations
4. Incidents involving arrests, citations, or summons
5. All situations where an officer is assigned to take action at a later time
6. Criminal and noncriminal cases initiated by officers
7. Unsafe or hazardous conditions requiring documentation.

B. FIELD REPORTS:

This agency utilizes the following preprinted paper and computer generated report formats for field operation reporting:

1. Incident/Offense Reports
2. Supplementary Reports
3. Traffic Accident Reports
4. Arrest Reports
5. Arkansas Uniform Traffic Ticket and Complaint Citations
6. Property/Evidence Reports
7. Information Awareness Reports

C. CASE NUMBERING

1. All offense/incident reports initiated by this agency will be assigned a report number obtained by requesting the incident number from M.E.C.A. The offense report #2008001234 would mean that the offense was reported in the year 2008 and that it was the 1,234th offense of that year.
2. The report numbering system utilized by this agency ensures that no two cases will be assigned identical numbers.

D. REVIEW OF REPORTS:

1. The initiating officer's immediate supervisor will review the report for accuracy, completeness, legibility, etc., and, after his review and approval, will "sign off" on the report in the designated format.
2. All entries on the Offense Report, Incident Report, and the Supplementary Report forms, shall be legibly written. If a paper report form is used, printing is preferred. When writing reports on paper forms, the reporting officer will use the block letter alphabet. This alphabet utilizes all capital letters, since the mixing of capital letters and small letters may result in mistaking one letter for another.

E. OFFENSE/INCIDENT REPORT

1. The Offense Report has been designed to accomplish the following:
 - a. To provide a means whereby officers can conduct and record a preliminary investigation of a criminal offense.
 - b. To provide complete and accurate information for follow-up investigation and prosecution.
 - c. To provide the officer, supervisor and Chief of Police with certain decision-making points that will enable them to identify follow-up investigative needs.
 - d. To improve control of the report flow process within the department thereby improving report access and statistical recording.
 - e. To aid in the collection of data relating to crime types, patterns, suspect information, etc.
 - f. The Offense Report is a permanent and public record. It will be scrutinized at times by law enforcement administrative personnel, attorneys, judges, the media, and may be used in court as evidence. The following good habits should be developed.
 - (1) Be a stickler for accuracy and details
 - (2) Use the dictionary when you are not sure of the correct spelling of a word

2. Guard against the following common errors in report writing:
 - a. Incorrect spelling
 - b. Bad grammar and punctuation
 - c. Mistakes in addresses and telephone numbers
 - d. Failure to identify the names of witnesses
 - e. Exaggerated value of property
 - f. Incorrect offense classification
 - g. Incompleteness. For Example: Not completely communicating the Probable Cause for an arrest.
3. The Offense/Incident Report has been designed to accomplish the following:
 - a. To provide a means for recording non-criminal incidents to be brought to the attention of law enforcement personnel.
 - b. To provide a means of recording any information that an officer feels should be brought to the attention of any agency personnel.

F. SUPPLEMENTARY REPORT

The Supplementary Report has been designed to accomplish the following:

1. To provide a means of adding investigative information to a preliminary report.
2. To provide a means of recording follow-up investigative data in an on-going investigation.
3. To record data concerning an offense incident not releasable to the news media.
4. The last Supplementary Report filed on a case will be used to record the court disposition of a case and the disposition of any evidence.
5. The original of all reports along with follow-up reports will be maintained in the Administrative Office.

G. SUBMISSION OF REPORTS

1. All Incident/Offense Reports, Supplementary Reports, Accident Reports, Arrest Reports, Arkansas Uniform Traffic Ticket and Complaint Citations, Property/Evidence Reports, and Information Awareness Reports whether on paper or computer generated, shall be completed and turned in prior to the end of the reporting officer's tour of duty.
2. If due to unforeseen or special circumstances a report cannot be completed by the end of the officer's tour of duty, a supervisor must be notified and approval gained prior to the officer going home. Along with the reporting officer, it will be the supervisor's responsibility to follow up and insure that the report is completed and submitted properly within a reasonable amount of time.